



Association of Bay Area Governments

ABAG PLAN CORPORATION
Executive Committee – Special Meeting

Summary Minutes
July 15th, 2014
10:30am – 11:30am

101 8th Street
Oakland, CA 94604
Conference Room B

Presiding:

Kevin Bryant

Jurisdiction:

Woodside

Committee Members Present:

Jesse Takahashi
Heather McLaughlin
Mike Taylor
Marc Zafferano

Campbell
Benicia
Saratoga
San Bruno

ABAG PLAN Corporation - Staff Present:

Kenneth Moy, ABAG Counsel
Jim Hill, ABAG PLAN Risk Manager
Kim Chase, ABAG PLAN Administrative Assistant

Legal Representatives:

Bob Lanzone – PLAN Attorney

**Per Government Code Section 54953 (b) (3), each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference locations shall be accessible to the public.*

Present via Telecon:

Participant	Member City	State	Street Address
Renee Gurza	Morgan Hill	CA	17575 Peak Avenue

1. Meeting Called to Order:

Kevin Bryant, called meeting to order at 10:40am; A quorum was present.

2. Public Comments:

No members of the public were present.

3. Executive Committee Review and Approval of Contract with Third Party Claims

Administrator – PLAN Risk Management Officer and Executive committee reviewed the proposed TPA contract with York Risk Services, including service agreements in great detail. Staff noted that the contract is for an annual period, however, consideration for a three year contract period would be prudent to lock into the TPA pricing. The contract presented is for a three year period, renewable at the discretion of ABAG PLAN annually and contains a 3% cost escalator for year's two and three.

Staff also noted that members of the Executive Committee (Heather McLaughlin and Marc Zafferano) were involved in the panel interviews and ranking of the TPA selection(s). The RFQ information is on file with PLAN and available to any member agency.

The committee is being charged with the review and formal approval of the contract for execution and engagement as soon as practical due to the extensive work required during the transition of the claims platform.

Staff noted that all PLAN authority levels, member approval levels and all internal decision making would remain the same. Close controls on TPA authority are necessary and will be overseen by the PLAN Claims Manager. Standard York operating procedures are embedded in the contract, along with service requirements that are equivalent (or better) than ABAG PLAN operating protocols. The goal is to make the transition as seamless as possible to our member agencies.

As a working group the committee members went page by page noting comments and making any recommended changes and provisions to the contract with a focus on meeting all PLAN member needs. The contract agreement was approved with amendments, language modifications, and revisions discussed.

Action: Executive committee moves to approve the TPA contract with York Risk Services with noted amendments, modifications and changes. M/McLaughlin/S/Taylor/C/Unanimous

Jim advised the committee he will send the new/revised contract to all after review and sign off by York Risk Services.

4. Other Business – Executive Committee, Vice Chair assignment

Committee discussed the nomination for vice chair of the Executive Committee. Mike Taylor nominated Marc Zafferano as vice chair of this committee. Marc accepted the nomination.

Action: Executive committee moves to approve the nomination of Marc Zafferano as Vice Chairman. M/Taylor/S/McLaughlin/C/Unanimous

5. Adjourn: Kevin Bryant called meeting to adjournment at 11:35am

Respectfully Submitted,



Jim Hill

PLAN Corporate Secretary
PLAN Risk Management Officer